

SCHOOL DISTRICT OF NEWBERY COUNTY

JOB DESCRIPTION

TITLE: Administrative Assistant to the Superintendent and District Board of Trustees

FLSA: Exempt

GENERAL SUMMARY

Exercises responsibility for providing advanced and complex secretarial and administrative support to the District Superintendent and members of the District Board of Trustees. Applies considerable initiative, independent judgment and discretion using knowledge of District policies, practices and procedures. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Provides assistance to the Superintendent by screening calls, visitors and mail.

Plans and maintains appointment schedules, meetings, speaking engagements, etc.; makes travel arrangements for the Superintendent and Board Members.

Answers or refers complaints and inquiries to appropriate persons and departments; processes confidential matters.

Interprets District policies, rules and regulations in response to inquiries.

Schedules and sets up Board meetings; coordinates, types and distributes meeting agendas; compiles and distributes information and materials to Board of Trustees; takes board meeting minutes, and transcribes and publishes minutes.

Takes minutes and notes at meetings; types memoranda, reports, compilations, speeches, etc.; composes and types letters.

Establishes and maintains an automated and manual filing system that will categorize data, memoranda and correspondence for easy access and retrieval.

Makes arrangements for conferences and meetings; gathers and compiles data from appropriate persons or departments; prepares and types agendas and assembles related materials; distributes materials to appropriate persons or departments.

Performs responsible public relations duty through contacts and association with individuals and groups within the government, in the community, and with other agencies.

Serves as a liaison to District staff and other parties in their communications and interaction with the Superintendent and Board Members.

Completes financial records such as purchase orders, invoices for supplies, monthly accounts, etc.; coordinates with other departments to provide and receive financial and account information as required.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Associate's degree in secretarial science or business management with six to nine years of highly responsible administrative and office management experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge:

Advanced knowledge of secretarial science and office management. Thorough knowledge of Business English, spelling, punctuation, mathematical computation, and possession of an excellent vocabulary. Advanced knowledge of the policies, procedures and activities of the District and department. Knowledge of the practices, methods, materials and equipment used within the District Office. Advanced knowledge of the principles of office management and of modern office procedures with spreadsheet analysis and database operations. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Thorough knowledge of the laws, rules, regulations and policies of the District or the ability to acquire such knowledge during a reasonable period of training. Knowledge of time management principles.

Skills/Effort:

Ability to read, understand and follow written and verbal instructions. Ability to compose effective and accurate correspondence. Ability to deal with government officials, community leaders, administrative personnel, school District employees, and the general public tactfully and courteously. Ability to obtain information quickly and accurately. Skill in dealing with the general public in routine and non-routine or difficult situations. Ability to assist co-workers, vendors, and the public. Ability to work independently on responsible and confidential assignments and administrative tasks. Ability to compose and prepare reports, records and other correspondence. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to maintain a close, effective and confidential working relationship with the Board of Trustees and the administration.

Working Conditions:

Work is conducted primarily indoors with little exposure to discomforting or dangerous environmental conditions. Physical demands are restricted to general office activities generally requiring a minimum of physical exertion, lifting office items weighing up to 25 pounds. Some local travel is required.

Responsibility:

No direct budget responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____

_____ Date: _____